

POLICE SERVICES OFFICER

DEFINITION

To process, guard, secure and confine all persons who have been detained, arrested or put under protective custody into the Chula Vista Police Department Type I holding facility; and to perform other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Holding Facility Lieutenant. May receive additional supervision from the on-duty watch-commander during weekends/graveyard shifts.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Book, process, photograph and fingerprints inmates; search incoming inmates for weapons and contraband; prepare arrest packets including checking criminal history backgrounds using a variety of law enforcement related computer software; process any evidence collected from prisoners.

Maintain order in holding facilities; restrain combative prisoners and attend to injured prisoners when necessary; complete jail reports should an incident occur in the jail facility; provide detailed information to watch commander.

Segregate inmates when necessary; confine juveniles in separate holding areas.

Provide prisoner information to other law enforcement agencies or facility personnel; assist arresting officers with DUI tests (breathalyzer).

Transport prisoners to South County Courthouse, San Diego County Jail, Los Colinas Women's Detention Facility, San Diego Juvenile Hall or other required facility; guard prisoners in the hospital before transfer to county detention facilities as required.

Maintain jail security; keep a safe and sanitary jail facility (including all interview rooms, report rooms, “DUI” rooms, and holding cells).

Maintain jail supplies, first aid kits, film, ink, print cards, gloves, paper suites, blankets and other miscellaneous supplies; secure prisoners personal property; coordinate and supervise daily inmate meals distribution.

Complete various clerical reports including booking reports, detention cards, and jail logs, juvenile logs and injured prisoner reports; edit and process incoming teletype information messages regarding out of county or state warrants and bulletins; maintain and update the Jail's Policy and Procedure Manual.

Follow bail schedules and receive and process bail monies and/or bonds.

Sound and/or responds to alarms; conducts perimeter security checks; coordinate the release of prisoners.

Create photo lineups.

Maintain Jail Control Room as required.

Performs related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

Principals of human behavior and group dynamics.

Applicable laws, codes, ordinances and regulations.

Basic math

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment

Ability to:

Maintain order, instruct and direct the activities of prisoners.

Accurately observe, recall and document prisoner behavior.

Assess situations to prevent or solve problems and take appropriate course of action.

Control prisoners who resist using minimum force.

Understand bail schedules and how to receive and process bail monies and/or bonds.

Understand the rules of chain of evidence and proper chain of evidence procedures.

Use a taser gun and pepper spray.

Exercise good judgment in maintaining order and security and directing the activities of inmates.

Read, comprehend and appropriately apply laws, statutes and policies.

Administer first aid.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One-year of responsible experience in a position that includes high public contact.

Training:

Equivalent the completion of the twelfth grade supplemented by college courses in criminal justice or a related field.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

With assistance must be able to restrain prisoners weighing up to 200-pounds using a variety of restraint techniques; must have the ability to read rules, regulations, training materials and other documents; must be able to sit for long periods of time; must be able to stand for extended periods of time; must have mental acuity to perform simple mathematical calculations as well as write accurate reports; must be able to use disinfectants to clean prisoners cells; must be able to bend, grab, lift objects weighing up to 75-pounds; must have the ability to hear verbal commands, warning bells, and other sounds; and have the ability to use a computer keyboard.

WORKING ENVIRONMENT

Primary work is performed indoors in a jail facility environment with fluorescent lighting and moderate noise level. There is exposure to the external environment when transporting inmates to other areas. May work in the presence of hostile and/or aggressive individuals. May occasionally be exposed to infectious and contagious diseases, bodily fluids and cleaning chemicals.